

Saranello, Thomas G [CCC-OT_IT]

From: Saranello, Thomas G [IT]
Sent: Tuesday, May 06, 2003 11:20 AM
To: Millan, Carmelo [IT]
Subject: Manual Review

Carmelo,

I reviewed the manual and made some changes, below is what needs to be added. I would like to have this done by end of May, let me know if you need any help.

- Add 185 Asylum Street Hartford, CT to Appendix
 - insert drawings of data center, comm closet, techplate
- Add 2 Tower Center East Brunswick, NJ to Appendix in Metro SOE section
 - insert drawings of data center, comm closet, techplate
- Add new 12th floor plan to appendix for 14 Wall Street
- Insert overview drawings of DDC's, Rutherford, MTR, and 34th Street
- Insert additional technical drawings (we can discuss)
- Safeword portion
- DDC Access Review Procedure

Regards,
Tom Saranello

Tracking:

Saranello, Thomas G [CCC-OT_IT]

From: Saranello, Thomas G [IT]
Sent: Friday, May 30, 2003 2:22 PM
To: Millan, Carmelo [IT]
Subject: Manual

Carmelo,

Here are the updates that need to be made to our manual:

- Add East Brunswick to Metro SOE
- Add Hartford
- Insert diagrams to East Brunswick and Hartford(hatch, floor plans, comm rooms, dc's) -
- Updated 14 Wall St floor plan -Insert technical diagrams
 - 34th st vertical rings
 - NBLIC vertical ring
 - 388 Mainframe diagram
 - BAT Pitney Bowes diagram
 - ddc man07-08 tap diagram
 - ddc ring 1018,1028
 - ddc ring 9
- Add clean desk policy
- Insert COB Call tree list, remove our contact list -Insert overview drawings of ddc, mtr, 34th dc, Rutherford dc's

And anything else you can think of..

Regards,
Tom Saranello

Tracking:

Saranello, Thomas G [CCC-OT IT]

From: Saranello, Thomas G [IT]
Sent: Monday, July 14, 2003 4:59 PM
To: Millan, Carmelo [IT]
Subject: Manual

Please update the manual with Bryan's new cel number:

917-496-3790

Regards,
Tom Saranello

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